

**HENDERSON COMMUNITY COLLEGE**  
**ACADEMIC PLAN/APPLICATION FOR BUSINESS ADMINISTRATION CERTIFICATES**  
**Advanced Business Administration, Business Transfer, General Business, Management, and Office Systems**

EMPL ID \_\_\_\_\_

Major/Program Code \_\_\_\_\_

Name \_\_\_\_\_

(Complete shaded areas as applicable)

(2004-2005)

Academic Success Requirements (May be required)	Semester Taken	Credit Hours
ENC 090 - Foundations of College Writing I		3*
ENC 091 - Foundations of College Writing II		3*
MT 055 - Pre-Algebra		3*
MT 065 - Basic Algebra with Measurement		3*
RDG 010 - Introduction to College Reading		3*
RDG 020 - Improved College Reading		3*
RDG 030 - Reading for the College Classroom		3*
* Courses numbered 001-099 and MA 108 do not count toward the determination of grade point average or as credit toward graduation.		

Advanced Business Administration Certificate Requirements	Semester Taken	Credit Hours
BA 267 - Introduction to Business Law		3
BA282 - Principles of Marketing		3
BA283 - Principles of Management		3
CIS 130 - Microcomputer Applications		3
QMS 101 - Introduction to Quality Systems		3
<b>Total Credit Hours</b>		<b>15</b>

Business Transfer Certificate Requirements	Semester Taken	Credit Hours
ACC 201 - Financial Accounting I		3
ACC 202 - Managerial Uses of Accounting Information		3
ECO 201 - Principles of Economics (Micro)		3
ECO 202 - Principles of Economics (Macro)		3
STA 291 - Statistical Methods		3
<b>Total Credit Hours</b>		<b>15</b>

General Business Certificate Requirements	Semester Taken	Credit Hours
BA 160 - Introduction to Business		3
CIS 100 - Introduction to Computers		3
Economics		3
Accounting		3
<b>Total Credit Hours</b>		<b>12</b>

Management Certificate Requirements	Semester Taken	Credit Hours
BA 212 - Introduction to Financial Management OR Mathematics, Second Course		3
BA 284 - Applied Management Skills		3
Management and/or Technical Courses - 11- 12 credit hours (up to 6 credit hours may be technical courses)		
<b>Total Credit Hours</b>		<b>17-18</b>

Office Systems Certificate Requirements	Semester Taken	Credit Hours
OST 110 - Document Formatting and Word Processing		3
OST 210 - Advanced Word Processing Applications		3
OST 215 - Office Procedures		3
OST 220 - Administrative Office Simulations		3
Technical Courses - 6 credit hours		
<b>Total Credit Hours</b>		<b>18</b>

Electives	Semester Taken	Credit Hours

Certificates in Business Administration are awarded to students who complete the specified requirements with a cumulative grade point average of 2.0 or higher.

**HENDERSON COMMUNITY COLLEGE**  
**SEMESTER-BY-SEMESTER ACADEMIC PLAN FOR BUSINESS ADMINISTRATION CERTIFICATES**  
**Advanced Business Administration, Business Transfer, General Business, Management, and Office Systems**

Semester		Year	
Course	Grade	Credit Hours	
Sem. GPA	Cum. GPA	Total	

Semester		Year	
Course	Grade	Credit Hours	
Sem. GPA	Cum. GPA	Total	

Semester		Year	
Course	Grade	Credit Hours	
Sem. GPA	Cum. GPA	Total	

Semester		Year	
Course	Grade	Credit Hours	
Sem. GPA	Cum. GPA	Total	

Semester		Year	
Course	Grade	Credit Hours	
Sem. GPA	Cum. GPA	Total	

Semester		Year	
Course	Grade	Credit Hours	
Sem. GPA	Cum. GPA	Total	

Semester		Year	
Course	Grade	Credit Hours	
Sem. GPA	Cum. GPA	Total	

Semester		Year	
Course	Grade	Credit Hours	
Sem. GPA	Cum. GPA	Total	